



# FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

February 2013

## INSTALLTION TIMELINESS

96.57%

## OUTLYING SITES TIMELINESS

88.22%

## TOP 3 LATE DOCUMENTS

- (1) BAH (238)
- (2) FSA (176)
- (3) LEAVE (96)

Timely and accurate pay is a quality of life and mission readiness issue!

Reminder: the timeliness data is provided to Senior Leadership monthly. It is in the best interest of every Soldier to take all available

Unit/Brigade	Percentage	Unit/Brigade	Percentage
USA HEALTH, DUGWAY, UT	100.00%	DENTAC DET	100.00%
1/8 INF BN, HHC	97.84%	PUBLIC HEALTH COMMAND	98.36%
ARMY FIELD SUPPORT BATTALION-CARSON	100.00%	WOUNDED WARRIOR CO A CADRE	98.00%
1/68 ARM BN, HHC	98.16%	WOUNDED WARRIOR HHC CADRE	97.22%
3/29 FA BN, HHB	98.10%	704TH BSB HHC	97.18%
3D SPECIAL TROOPS BN, HHC	97.06%	MISSION SUPPORT ELEMENT	100.00%
230TH FINANCE, HHD	97.06%	7TH INF DIV (L), IRT	100.00%
4 CAB HHC	98.32%	573RD MOVEMENT CONTROL TEAM	100.00%
59TH QTR MSTR	99.40%	1/10TH CAV HHT	98.66%
534TH SIGNAL CO	100.00%	2/8 INFANTRY HHC	98.84%
75TH BCTD 5TH BDE 2ND BCTG	100.00%	1-67TH, AR BN HHC	99.29%
60TH ORD CO	97.03%	204TH BSB, HHC	97.79%
152d MOVEMNT CONTROL TM	100.00%	3/16TH FA HHB	98.03%
2ND TRANS CO, 1ST PLT	100.00%	1-4TH ID DSTB HSC	98.37%
68TH SPT BN, HQ	97.35%	1/4 BCT, 4TH BSB, HHC	98.05%
183RD MAINT CO	98.33%	1-2 AVN, HHC	98.14%
32ND MEDIUM TRK CO	97.37%	7-10 CAV HHT	98.24%
247TH QTR MSTR CO	97.83%	1st BN, 22nd INF RGT HHC	97.62%
759TH MP BN	98.03%	404TH Aviation Support BN, HQ	98.24%
148th MP, CO A, (USAG)	100.00%	USAG, HHC	97.47%
440th CIVIL AFFAIRS BN	100.00%		

## IMPORTANT DATES

### **Midmonth Cutoff**

**Monday, 4 February 2013**  
to affect mid-month pay

### **End of Month Cutoff**

**Monday, 18 February 2013**  
to affect end-of-month pay

### **UCFR Turn-in**

**Tuesday, 5 February 2013**

### **UCFR Pickup**

**Wednesday, 27 February 2013**

includes all commanders, both military and civilian unit S-1s, and non-divisional unit PAC personnel. All Fort Carson units are to be present with their current Access and AAA- 162 Rosters. Leaders from the military pay office will be on hand to address any pay concerns from the Fort Carson Military Community.

UCFR pick-up from the Defense Military Pay Office is a requirement. When Units are deployed, the Rear-D is responsible for pick-up and certification for the entire Battalion. The Rear-D Commander must certify all UCFRs and ensure all supporting documents for corrections are attached and returned to the DMPO by the suspense date. Deployed units should contact the Rear-D if there are changes to be made to deployed personnel pay accounts.

Please address all questions and concerns to the Processing Section at 719-526-2607/6262.

## DMPO CLOSURES

The DMPO/230<sup>th</sup> FMSU will be closed  
**Tuesday, 18 Mon 2013 for President's Day**

## UCFR PICK-UP

The Fort Carson Defense Military Pay Office (DMPO) conducts a monthly finance information briefing in addition to the Monthly UCFR Distribution. The audience for this event

## PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday, 21 February at 0900 in Bldg 1220**, 1st Floor Conference Room. The purpose is to train S-1 personnel in the areas of pay and entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training.

## **In/Out Processing Briefings**

**Levy Brief** (PCS Departing Soldiers) is held on every Tuesday and Thursday of every month at 1129 Ellis Dr (Performing Arts Center) at 0815.

**In-Processing Brief** is held every weekday at BLDG 1013 on Long Street

## **Briefings for Separating Soldiers**

**ETS Briefing** is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at the SRP building (BLDG 1042) at 0700.

**Retirement Briefing** is held the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of every month at the Balfour Beatty Community Center (6800 Prussman St) at 0800.

Briefings cover Final pay, Travel, Leave, Allotments, Disability Severance/ Separation Pay outs and more.

## 2013 Tax Changes



### ***DFAS Customers affected by 2013 Tax Changes***

INDIANAPOLIS (Jan. 4, 2013) – DFAS military and federal civilian payroll customers are affected by recent changes to the tax law, the 2013 National Defense Authorization Act, and other entitlement changes. Social Security withholding taxes will increase to the normal rate of 6.2 percent. For the past two years, during the “tax holiday,” the rate was 4.2 percent. This affects military and civilian personnel.

Some of the other changes affecting military personnel include:

- 1.7% basic pay increase effective in January.
- Basic Allowance for Subsistence (BAS) increases 1.1%.
- Basic Allowance for Housing (BAH) increases on average 4.0%. A member's BAH depends on grade, location, and whether the member has any dependents. Members can find out their BAH for 2013 by clicking on the BAH link at the Defense Travel Management Office website [www.defensetravel.dod.mil/site/bahCalc.cfm](http://www.defensetravel.dod.mil/site/bahCalc.cfm).

The “fiscal cliff” agreement passed January 1, 2013 by Congress permanently extends income tax provisions enacted in 2001 and 2003 tax laws for income levels up to \$400,000 for individuals and \$450,000 for families, but allows income tax rates to rise on taxable income above those levels.

The dollar amount of the Social Security withholding increase varies depending on the individual's pay grade. Below are two examples for military members depicting the increase in FICA coupled with the 1.7 percent increase in basic pay. (These calculations do not include other payroll changes, therefore, net pay for an

individual member in 2013 could increase, remain the same, or decrease.)

### **Previous rates - Dec 2012**

	<b>Gross Basic Pay</b>	<b>FICA (4.2%)</b>	<b>Net Basic Pay</b>
E6 10+ yrs service	3,243.30	- 136.21	= 3107.09
03 6+ yrs service	5,271.90	- 221.41	= 5050.49

### **New rates - Jan 2013 (includes +1.7% basic Pay raise and 6.2% FICA withholding)**

E6 10+ yrs service	3,298.50	- 204.50	= 3094.00
03 6+ yrs service	5,361.60	- 332.41	= 5029.19

In the example on the previous page, an E-6 with more than 10 years of Service in 2012 earned a monthly Gross Basic Pay of \$3,243.30 and had \$136.21 withheld for FICA at the 4.2 percent rate. In 2013, the member receives a 1.7 percent pay raise for a monthly Gross Basic Pay amount of \$3,298.50; FICA withholding at 6.2 percent increases withholding to \$204.50 resulting in a reduction of \$13.09 in net pay. Likewise, an O-3 with more than six years of service would have a decrease in Net Basic Pay of \$21.30.

For military members, Social Security withholding is located on their leave and earning statement (LES) in the blocks marked “FICA taxes.” DoD civilian and other federal employees paid by DFAS will find changes on their LES under “OASDI” (Old Age, Survivors, and Disability Insurance) in the deductions area of the LES.

Military Reservists and National Guard members will be the first to see potential changes in their net pay as a result of the law. Entitlement changes will be reflected in their January paychecks.

Active duty military personnel will see any net pay changes in their January mid-month paycheck and will be reflected on the January LES.

DOD civilians and other federal employees serviced by DFAS and have FICA withheld

from that pay, will see FICA withholding changes reflected in paychecks based on the pay period ending December 29 for pay dates beginning in January 2013.

Please review your January pay statement to see how these legislative changes affect you.

days, RC Leave memo from the unit, RC leave computation sheet and DA31s for uncharged leave and terminal leave. If the Soldier is being extended past their original REFRAD date, an extension memo from HRC Ft. Knox is also required.

Please contact Reserve Pay Section at 525-9812/8470 for additional information .

## DFAS Hire-A-Hero Internship Program



The Defense Finance Accounting Service DMPO Ft. Carson is seeking Wounded Warrior applicants for our Hire a Hero Internship Program. Continue to serve our Nation and your fellow Warfighters while gaining valuable job experience in either Military Pay or Computer Assistant functions.

The non-paid internship program is open to all soldiers in outpatient status at Ft. Carson, who have committed to transitioning out of the military. DFAS is seeking soldiers who have the desire to gain practical employment experience prior to transitioning to civilian life. Internship participants will have the opportunity to enhance their career readiness and prepare for a future with DFAS, or another organization. Completion of the Internship Program may lead to full-time employment at one of DFAS' many locations.

Request an application by emailing [HiringHeroes@dfas.mil](mailto:HiringHeroes@dfas.mil) or calling 719-524-0040.

## Reserve Pay

### **REFRAD**

*Per DFAS guidance including AR 600-8-101.*

Items that are needed by Finance when a Soldier REFRADs (Released from Active Duty) are; REFRAD orders, DD214 if tour is over 90

## Separations



### **Debt Avoidance Memos**

The Debt Avoidance program serves as a pre-separation audit program for Soldiers being considered for Chapter Separation.

The Soldiers commander will generate a memorandum stating that the Soldier is being considered for early separation or elimination from the US Army and is requesting a review of the pay account to determine any outstanding debts to the government. The Soldier will sign the debt avoidance counseling statement that states that he/she is aware of the proceedings and understands that Finance can change his/her pay to once per month, accelerate any debts and stop allotments if needed to pay off debts. The debt avoidance memorandum will also halt any FUTURE bonus payments. If a soldier is separated from the army prior to completion of his/her contract then the Soldier will owe the government for any unearned portion of Enlistment/ Reenlistment Bonus.

Finance will tell the soldier when the memorandums are turned in approximately how much they will owe back. If the Soldier is not separated then a memorandum from the commander is required to restore pay to twice per month, restart allotment and pay any future bonus payments.

## In/Out Processing



## 2013 DLA Rates

### A. Primary DLA Rates (Table U5G-1) **PRIMARY DLA RATES**

**\*Table U5G-1**

Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,594.95	\$4,425.34
O-9	\$3,594.95	\$4,425.34
O-8	\$3,594.95	\$4,425.34
O-7	\$3,594.95	\$4,425.34
O-6	\$3,298.08	\$3,984.62
O-5	\$3,176.48	\$3,840.77
O-4	\$2,943.68	\$3,385.70
O-3	\$2,359.12	\$2,801.10
O-2	\$1,871.36	\$2,391.81
O-1	\$1,575.80	\$2,138.14
O-3E	\$2,547.44	\$3,010.36
O-2E	\$2,165.59	\$2,716.15
O-1E	\$1,862.20	\$2,509.51
W-5	\$2,990.74	\$3,268.00
W-4	\$2,655.97	\$2,996.01
W-3	\$2,232.29	\$2,744.91
W-2	\$1,982.53	\$2,525.21
W-1	\$1,659.49	\$2,183.92
E-9	\$2,181.31	\$2,875.69
E-8	\$2,002.12	\$2,650.77
E-7	\$1,710.51	\$2,461.14
E-6	\$1,548.33	\$2,274.12
E-5	\$1,428.03	\$2,045.27
E-4	\$1,242.33	\$2,045.27
E-3	\$1,218.79	\$2,045.27
E-2	\$989.95	\$2,045.27
E-1	\$882.74	\$2,045.27

Also effective 1 January 2013, the PCS mileage rate for POV travel has increased to \$0.24 per mile per vehicle. The new rate is for PCS travel that occurs on or after 1 January 2013, travel on prior dates fall under the old rate of \$0.23 per mile per vehicle.

*Per the JFTR para U5635 DLA RATES, DLA has been increased 1.7% effective 1 January 2013*

## SRP



### **Deployment Entitlements**

The Fort Carson Defense Military Pay Office SRP station has had several Soldiers who have returned from a deployment and processed through SRP Finance with their deployments entitlements still being paid. All deployment entitlements should be stopped on the day the member departs the station as a result of permanent change of station reassignment. Since the other stations do not make input to stop deployment entitlements we need a copy of either the manifest showing the dates that they departed theater, release from theater orders, or redeploy orders with date of departure from theater listed.

This procedure is in place to ensure that deployment entitlements are stopped on the correct date and the Soldiers are not over or under paid. If the Soldiers arrive at SRP without these documents, the Soldiers will receive a No-Go at Finance until the documents were produced. S1's should ensure that Soldiers have either the showing the dates that they departed theater, release from theater orders or redeploy orders with date of departure from theater listed. Please have a copy of these documents in the Soldier's SRP packet prior to arriving at SRP.

*Information pertaining to deployment entitlements can be found in the DODFMR, Volume 7A, Chapter 17, Chapter 24, and Chapter 27.*

## Customer Service



### **Leave Carryover Extension**

*PER ALARACT MESSAGE 022/2013*

- A. Soldiers may carry forward 75 days of annual accrued leave through 30 September 2015.
- B. Leave balances exceeding 60 days on 1 October 2015 not coded as Special Leave Accrual (SLA) will be lost.
- C. Each Soldier has an individual responsibility to monitor and manage their leave.
- D. Commanders will monitor Soldiers leave balances via the Unit Commanders Finance Report (UCFR) and encourage them to use their leave in the year earned. Commanders will also establish an annual leave program that provides Soldier's the maximum opportunity to take leave to minimize any loss of leave on 1 October 2015 when the 75 day leave carryover reverts to 60 days.
- E. At this time DoD has expressed no intention to request further extension of the 75 day leave carryover.

## MPR



### ***Family Supplemental Subsistence Allowance (FSSA)***

**The FSSA is a non-taxable supplemental subsistence allowance.** The FSSA program increases a soldier's Basic Allowance for Subsistence by an amount equal to the total dollars required to bring that soldier's household income to 130 percent of the federal poverty line, not to exceed (NTE) \$500 per month.

**The FSSA program is voluntary and soldiers must apply and be certified to receive FSSA.** Active duty and Reserve Component soldiers may participate. The program requires annual re-certification.

*If a soldier is receiving food stamps, the amount of the allowance will be equal to the calculated FSSA, or the monthly food stamp allotment received by the soldier, whichever is higher, NTE \$500 per month.*

**The FSSA income may jeopardize a household's participation in certain programs where eligibility is based on income,** such as: subsidized school lunch programs, the Women, Infant, and Children Program (WIC), day care programs, and earned income tax credit.

#### **Application Process**

- Go to: [HTTPS://WWW.DMDC.OSD.MIL/FSSA](https://www.dmdc.osd.mil/fssa)
  - Use the soldier's last name for identification
  - Use the soldier's social security number for the password
- Section I: Fill out the Personal Information
- Section II: Fill out the Income
  - Note if the soldier is occupying Government quarters go to the help button to retrieve the

appropriate Basic Allowance for Housing (BAH) rate for the soldier's grade.

- Soldier's serving hardship tours should be receiving BAH at the dependent location.
- Special Pays: Hardship Duty Pay, Career Sea Pay, Family Separation Allowance, etc.
- Do not include Family Separation Housing or Cost of Living Allowance.
- Bonuses need to average.
- Fill out other incomes and go through this process for every household member.
- **Print out the result screen.** When you log out of the web page your information will not be stored in the system, and it will impossible to retrieve this information for future reference.

**If qualified, upon completion of the FSSA application, company commander must complete a DA 4187 requesting FSSA with information provided on FSSA print out. The DA 4187 is for verification purposes. The Company Commander must (1) make sure application information was input correctly and (2) be aware of the SM's financial situation.**

## Processing



### ***Missed Meals for All Soldiers Who Are In Possession of a Meal Card***

Members who have missed meals certified by the commanding officer/commanders or their designee are exempt from mandatory collections, and pay account collections will be suspended or adjusted with a credit.

Claims for missed meals are only authorized for meals missed due to mission requirements and that are supported by individual signature headcount records (DA Form 3032).

Submission of the DD Form 1475 (Basic Allowance for Subsistence - Certification) for missed meals is not authorized for: meals that were not consumed due to personal preference; that are accounted for by the one line entry method on DA Form 3032 (Signature Headcount Sheet); or present for duty certification as used under the Combat Field Feeding System (CFFS). This method of reimbursement for missed meals will be used by both officers and enlisted personnel.

Unit commanders will ensure a DD Form 1475 is prepared within 3 working days following an exercise. It will reflect the names and meals missed by enlisted and officer service members due to duty requirements. After all data has been entered, the military supervisor of those personnel who are listed on the form will verify the data and enter this statement: "The data above is true and correct to the best of my knowledge," on the next open line on the DD Form 1475. They will then sign and date their statement. The certificate will be approved by the commander who will then forward it to the S1/PAC Section for transmittal to finance.

Upon receipt, the FAO will verify receipt (DD Forms 1475) and return a copy of the transmittal letter to the unit or PAC. If the finance verified copy has not been received within 30 calendar days, the unit commander or PAC will initiate follow-up action.

*AR 37-106, AR 37-104-3 and DOD FMR, Vol 7A, Chapter 25*

## Debt Management



## **Statement of Charges**

Statement of Charges are submitted on a DD Form 362. If a Servicemember is ETSing, Chaptering, or Separating, the Servicemember needs to go to the Separations Section of Building 1218, Room #228 or 230 in order for charges to be calculated into their final pay.

For non-separating soldiers, the Statement of Charges collection can be prorated in order to not create a hardship on the Servicemember. DD Form 362 must have a Document Voucher Number (BLK #2) and be signed by the Servicemember's commander with signature in block (BLK 10 a, b).

The Servicemember can request a 3-month proration. Requests for proration of collection action of more than 3 months must detail financial obligations and demonstrate that lump sum collection would impose a hardship on the Soldier and/or Soldier's family. Additionally, requests for a proration over three months require a Commander's signature and interests and admin fee will be assessed.

*Reference: Army Regulation 37-104-4, (DoDFMR) 7000.14-R, Volume 7A: Military Pay Policy and Procedures – Active Duty and Reserve Pay*

## Defense Military Pay Office

Business Hours: 0730-1600

### BLDG 1220

Customer Service

Military Pay Inquiries (719) 526-6254

Disbursing (719) 526-5151

### BLDG 1218

In/Out Processing, Travel,  
Separations and Retirements

### BLDG 1042

Reserve Pay Room 307

SRP Room 340

### Defense Military Pay Office POCs

Director	526-3443
Deputy Director	526-3443
Finance SGM	526-8507
Customer Service	526-6254
Building 1220 Lobby	526-1052
Debt Management/ Special Actions	526-8494
Disbursing	526-5151
Building 1220 Lobby	526-5151
In & Out Processing	526-1302
Building 1218 Room 236	Supervisor: 526-6230
IOP/Reserve Pay/SRP Site	526-6230
MPR	526-4084
Processing/ Customer Service/ Debt Management/Special Actions	Supervisor: 526-6317
Reserve Pay	526-9812
Building 1042 Room 307	526-8236
Separations/Retirements	526-4233
Building 1218 Room 229	Supervisor: 526-6230
Wounded Warrior	524-0315
Building 1220 Room 122	
230 <sup>th</sup> Financial Support Unit	
Commander	526-1534
First Sergeant	524-1130



Please tell us how well your finance office is supporting you at the following link:

[https://ice.disa.mil/index.cfm?fa=card&site\\_id=614&service\\_provider\\_id=115982](https://ice.disa.mil/index.cfm?fa=card&site_id=614&service_provider_id=115982)

